

ME PREVENTION



HMP USER MANUAL

VERSION 2.3

July 2013

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INTRODUCTION

The KIT Prevention Service is a database tracking software package, which is based on the Center for Substance Abuse Prevention's (CSAP) Minimum Data Set (MDS), a nationally recognized standard. MDS is a collection of standard data elements developed by CSAP to enable states, substance abuse agencies, community-based service providers, and others to quantify and compare the number and type of primary prevention and early intervention services delivered. The use of these standards provides a consistent and comprehensive basis to collect and analyze data. Also, additional features have been added onto the MDS standard that will allow greater flexibility and customization for your state as well as easily incorporating science-based or evidence-based programs into the prevention application.

The software is designed to use a Needs Assessment to choose targeted risk and protective factors, base goals and objectives on these risk and protective factors, track prevention activities aimed at accomplishing the goals and objectives, and evaluate the progress of the goals and the outcomes (success) of the programs. In addition, the KIT Prevention Service facilitates information sharing and tracking meeting results between the Prevention Partners and Coordinating agencies.

TIPS FOR USING THE APPLICATION EFFECTIVELY

The KIT Prevention Service is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the application. Start at Assessment, filling in all the information for that area before moving on to the Planning section. Continuing in this manner will ensure that all of the sections of the application have enough information to function correctly. If all of the different portions are not completed, some modules will not work correctly.

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 x 768 pixels or larger. If your screen resolution is smaller (ex. 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, then you will have to scroll more both up & down and left & right to access all the data fields.

Web Browser

The web browser supported by the KIT Prevention Service is Microsoft Internet Explorer (IE). Currently Mozilla Firefox, Netscape, AOL, MSN and other browsers may not be supported by KPS. They may function, but not to design specifications. We recommend users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

Pop-Up Blockers

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like KIT Prevention require pop-ups to be able to function. If your pop-up blocker is enabled, then there is a possibility that KIT Prevention may not function or appear properly. You should either disable the pop-up blocker while using the KIT Prevention Service (while remembering to enable it, if desired, when not in KIT Prevention) or create exceptions for the pop-up blocker. This is cumbersome, but may be easier than making exceptions to the pop-up blocker.






To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open, click the top toolbar option "Tools" and then go to "Internet Options". After the Internet Options window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If you're "Block Pop-Ups" checkbox is checked, then click on the "Settings" button. You can now add the KIT Prevention Service links to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from KIT Prevention. You will want to add "https://kitprevention.kithost.net" for the live application, and "http://demo.kithost.net" for the demo application. Once these sites are added to your "Allowed Sites" list, the pop-up blocker will no longer prevent pages from loading or appearing while you are using the KIT Prevention Service.

System Navigating

The ME KIT Prevention Service is set up in such a fashion that moving from left to right on the menu is the best approach to using the application. Continuing in this manner will ensure that all of the sections of the application have enough information to function correctly. If all of the different portions are not completed, some modules will not work correctly.

Computer Keys

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Control (Ctrl) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

Menu Information

The Menu for the service is located across the top of the screen. Some Main Menu categories may be broken down into submenu categories to choose from. The Main Menu categories list the main modules that are within the application. Once a Main Menu category is selected a list of submenu categories will be displayed below the Main menu.

1. **Main Menu** - Constant (unchanging)
2. **Sub-Menu** - Vary depending on which Menu item is selected.

The screenshot displays the application's main menu at the top, with tabs for Home, HMP Profile, Section 1, Section 2-6, Monitoring, Reports, Administration, Support, and Log Off. Below this, a secondary menu bar includes Objective List, Strategy List, and Milestone Builder. The Strategy List is currently selected, showing a list of fields: Work Plan Year, Coalition Type, Name, Section, Objective, and Strategy. Each field has a dropdown arrow. A 'Milestone Builder' button is visible to the right of the Strategy List. On the left side, there is a vertical toolbar with buttons for Add, Edit, Save, Delete, and Help. Two orange callout boxes are present: one labeled 'Sub-Menu' pointing to the Strategy List, and another labeled 'Main Menu' pointing to the top navigation bar.

(This is a screenshot displaying a blank Edit Form.)

Edit Forms

The Edit Form contains the fields for entering and editing data. The buttons for adding, editing, saving, canceling, deleting, are available in the left toolbar. (See the [Data Fields and Button](#) section for additional details on the function of these buttons.)

- To add new information into the form, click the **Add** (Add) button from the left toolbar. The **Add** (Add) button will change into a **Cancel** (Cancel) button and the Edit Form data fields will be blank allowing you to enter new information.
- To view and edit existing data, use the dropdown lists to select the information you want to view. The data fields will display the data entered previously. To modify this data, click the **Edit** (Edit) button from the left toolbar. The **Edit** (Edit) button will change into a **Cancel** (Cancel) button; the fields will no longer be grayed out and will allow you to change the information.

Single Form View:

The Single Form View is used when the data entered is updated periodically. Only one form is available and edited. The Single Form View displays the fields on the Edit Form.

- The form can be edited at any time, but you must click the **Save** (Save) button from the left toolbar to update the data.

The screenshot shows the 'HMP Coalition Information' form. The left toolbar contains buttons: Add, Edit, Save, Delete, and Help. The form fields are as follows:

Coalition Name	Cumberland Against Substance Abuse		
Mailing Address	1800 High St.		
Physical Address (if different from mailing)	1800 High St.		
City	Portland		
State	ME	Zip Code	04101
Phone	207-889-0987	Fax	207-889-0100
Web Site	CASA.org		

(This is a sample screenshot displaying an Edit Form.)

The screenshot shows the 'Section 2-6 Strategy Counts' form. The left toolbar contains buttons: Cancel, Save, and Help. The form fields are as follows:

Work Plan Year	2012-2013				
Coalition Type	Community				
Name	Kennebec Valley Against Drugs				
Section	Tobacco				
Objective	PTM 4: Increase by x%, the number of municipalities that have policies and/or ordinances prohibiting tobacco use at public events and open-air places.				
Strategy	PTM 4.1: Assist with the development of a policy and/or ordinance that increases the number of recreation areas and other venues that are smoke-free (e.g., amusement parks, piers, playgrounds, sport stadiums).				

Quarter1 (Jul 1 - Sep 30)	Quarter2 (Oct 1 - Dec 30)	Quarter3 (Jan 1 - Mar 30)	Quarter4 (Apr 1 - Jun 30)	YTD
0	0	0	0	0

Count Note

(This is a sample screenshot displaying a "Single Form View" Page.)

Data Fields and Buttons

In the KIT Prevention Service there are several fields, boxes and buttons that are used to collect and store data.

Type	Preview/Description
Text Field (aka 'Text Box')	<input type="text"/>
Dropdown List (aka 'Pull Down Menu')	<input type="text" value="v"/>
Radio Buttons	<input checked="" type="radio"/> checked <input type="radio"/> unchecked
Check Boxes	<input checked="" type="checkbox"/> checked <input type="checkbox"/> unchecked
Plus/Minus buttons	(click to open) <input type="button" value="+"/> (click to close)
Required field	Birth Date* <input type="text"/> A red field and an asterisk denotes a required field.

If a required field is not filled in and you try to save the form, you will receive a message informing you what field is missing data, and you will not be able to save the form until that field has data.

Tips

- All the fields with red labels and asterisks (*) are required fields. These must have a value entered before the record can be saved.
- You can use the 'TAB' key to move from field to field.
- You can enter an identifying letter of an item in a dropdown list and it will appear in the list.

Edit Form Buttons

Information is entered and edited on the computer screen through data entry/edit forms. The table below summarizes the buttons used to enter/edit information. Notice that if the button is not in **bold** print, then it is not selectable at this time.

Search	Searches for information on the criteria (e.g. KIT user) that you specify.
Add	Must be pressed first before new information is added to a form.
Edit	Allows you to change the information currently on the form.
Save	Adds the information on the form to the KIT Prevention.
Print	Prints the information currently on the form.
Help	Displays the Expert Help screen.
Back	Returns you to the previous screen.
Delete	Removes the information currently on the form from the KIT Prevention database.

After you press 'Add' or 'Edit', a 'Cancel' button will replace the 'Add' or 'Edit' button.

Cancel	Cancels the Add or Edit without saving any information entered.
---------------	---

Below are some additional buttons that may appear within a form.

Show	Will open information in a new window based on the selections in the Edit form.
Select	Opens the information in the enter/edit form for viewing or modifications

LOGIN PROCEDURE

Connect to the internet using an internet browser (i.e., Internet Explorer). In the Address field, type in the following website address and press **Enter** on your keyboard:

Live Data:

<https://kitprevention.kithost.net/meprevent2011/>

The following screen will appear:

1. Enter the user ID (login name) provided by your acting administrator in the **User ID** text box.
2. Enter the password in the **Password** text box.
3. Enter the organization ID in the **Organization ID** text box.
4. Select the grant you wish to work on from the **Select Grant** dropdown list.
5. Click the (**Login**) button.

To log out of the application, click the (**Log Off**) link on the right of the main menu.

Tips

- The User IDs ARE NOT case sensitive.
- The Passwords ARE case sensitive.
- The (**Reset**) button will clear all of the login fields.

Maine Office of Substance Abuse
OSA
Maine Department of Health and Human Services

Healthy Maine Partnerships
The people dedicated to helping us live longer and healthier.
Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention

HMP and ME Prevention 2011-2012

User ID

Password

Organization ID

Select Grant

Service Announcement
Server Maintenance
Normal Maintenance
on: Sunday 1/13/2013 10PM to 4AM
EST

Server Maintenance
Normal Maintenance

Note: [Please click this link to access fiscal year 2009-2010](#)

(This is a screenshot displaying the Login Page.)

Service Announcement

The Service Announcement section that is located on the Login page is there to notify users that the ME KIT Prevention Service is receiving any necessary server updates or other important messages regarding the application.

If you see Service Maintenance it means that the ME KIT Prevention Service may be down for a short period of time and you will not be able to log into the application at that time. Server maintenance typically occurs once a month.

Maine Office of Substance Abuse
OSA
Maine Department of Health and Human Services

Healthy Maine Partnerships
The people dedicated to helping us live longer and healthier.
Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention

HMP and ME Prevention 2011-2012

User ID
Password
Organization ID
Select Grant

Service Announcements

Service Announcement
Server Maintenance
Normal Maintenance
on: Sunday 1/13/2013 10PM to 4AM
EST

Server Maintenance
Normal Maintenance

Note: [Please click this link to access fiscal year 2009-2010](#)

(This is a screenshot displaying the Login Page.)

SYSTEM SETUP – ADMINISTRATION

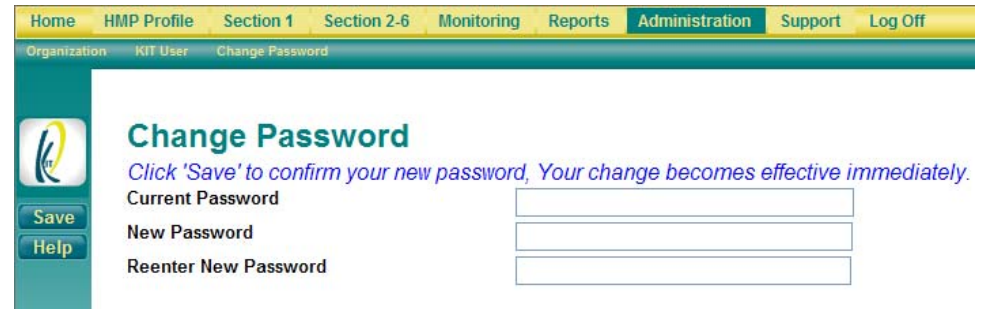
The Administration module is used to complete administrative tasks within the KIT Prevention Service, such as updating organization information, registering a KIT user, and changing a password.

Change Password

The Change Password module allows the user to change the password on the account they are currently logged into.

Changing a Password

1. Click **Administration** from the main menu.
2. Click **Change Password** from the submenu.
3. Enter the current password in the **Current Password** field.
4. Enter the password you would like to use in the **New Password** field.
5. Retype the password in the **Reenter New Password** field to confirm.
6. Click **Save** (Save) from the left toolbar.
7. You will receive a message stating it was successfully changed.



(This is a screenshot displaying the Change Password Page.)

Tips

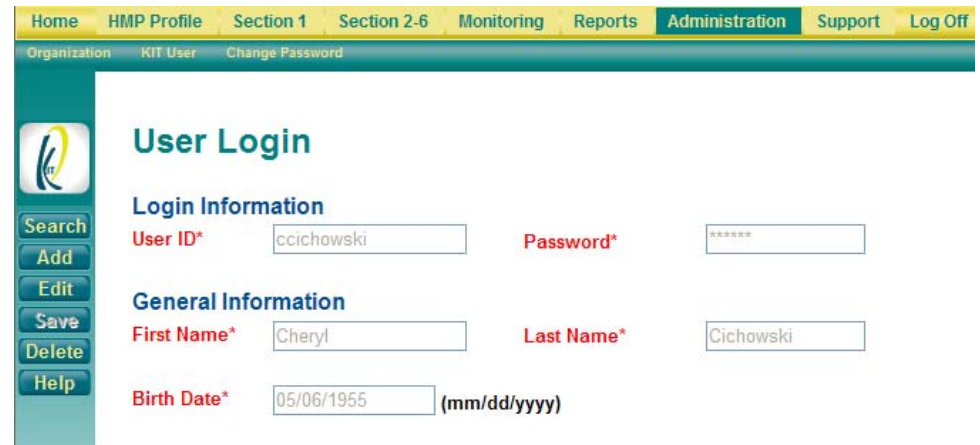
- The advantage to the Change Password module is any staff member can change his or her own password without having access to the Staff Module.
- It is important to remember that passwords ARE case sensitive.
- Passwords can be any combination of letters, numbers and/or characters.
- You will use the new password the next time you log in.

KIT User

The KIT User module allows the administrator to add or edit KIT user's login information.

Adding a User

1. Click **Administration** from the main menu.
2. Click **KIT User** from the submenu.
3. Click **Add** (Add) from the left toolbar.

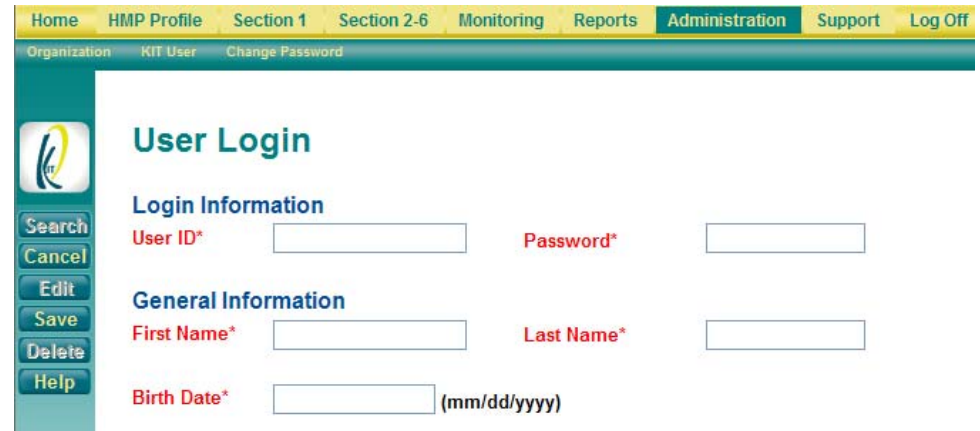


The screenshot shows the 'User Login' page within the 'Administration' section of the KIT User module. The page has a top navigation bar with links: Home, HMP Profile, Section 1, Section 2-6, Monitoring, Reports, Administration (highlighted), Support, and Log Off. Below this is a sub-menu bar with Organization, KIT User (highlighted), and Change Password. On the left is a vertical toolbar with buttons: Search, Add, Edit, Save, Delete, and Help. The main content area is titled 'User Login' and contains two sections: 'Login Information' and 'General Information'. The 'Login Information' section has fields for 'User ID*' (containing 'ccichowski') and 'Password*' (containing '*****'). The 'General Information' section has fields for 'First Name*' (containing 'Cheryl'), 'Last Name*' (containing 'Cichowski'), and 'Birth Date*' (containing '05/06/1955' with a '(mm/dd/yyyy)' format hint).

(This is a sample screenshot displaying the User Login Page.)

4. Enter a name to identify the user in the **User ID*** text box.
5. Enter the user's password in the **Password** field.
6. Enter the user's name in the **First Name** and **Last Name** fields.
7. Enter the user's date of birth as mm/dd/yyyy in the **Birth Date*** field
8. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.



The screenshot shows the 'User Login Edit Form' within the 'Administration' section of the KIT User module. The page layout is identical to the previous screenshot, but the 'Add' button in the left toolbar is replaced by 'Cancel', 'Edit', 'Save', 'Delete', and 'Help'. The main content area is titled 'User Login' and contains the same 'Login Information' and 'General Information' sections, but all input fields are empty, ready for editing.

(This is a screenshot displaying the User Login Edit Form.)

Editing a User

1. Click **Administration** from the main menu.
2. Click **KIT User** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the staff member you wish to edit. (See [Using the Search Feature](#) section for additional details.)
4. Click **Edit** (Edit) from the left toolbar.
5. Make any changes needed to the form.
6. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'User Login' page with a sidebar containing buttons: Search, Add, Edit, Save, Delete, and Help. The main form has two sections: 'Login Information' and 'General Information'. In 'Login Information', 'User ID*' is 'ccichowski' and 'Password*' is masked with asterisks. In 'General Information', 'First Name*' is 'Cheryl', 'Last Name*' is 'Cichowski', and 'Birth Date*' is '05/06/1955' with a '(mm/dd/yyyy)' format hint.

(This is a sample screenshot displaying the User Login Page.)

Deleting a User

1. Click **Administration** from the main menu.
2. Click **KIT User** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the the staff member you wish to delete. (See [Using the Search Feature](#) section for additional details.)
4. Click **Delete** (Delete) from the left toolbar.
5. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.

*Note: Click the **Cancel** (Cancel) button to cancel the deletion.

This screenshot is similar to the previous one but shows a confirmation dialog box titled 'Message from webpage' with a question mark icon and the text 'Are you Sure?'. It has 'OK' and 'Cancel' buttons. An orange arrow points to the 'OK' button with the label 'OK Button'. The background form shows 'User ID*' as 'jwalker', 'First Name*' as 'Jeffrey', 'Last Name*' as 'Walker', and 'Birth Date*' as '05/02/1957'.

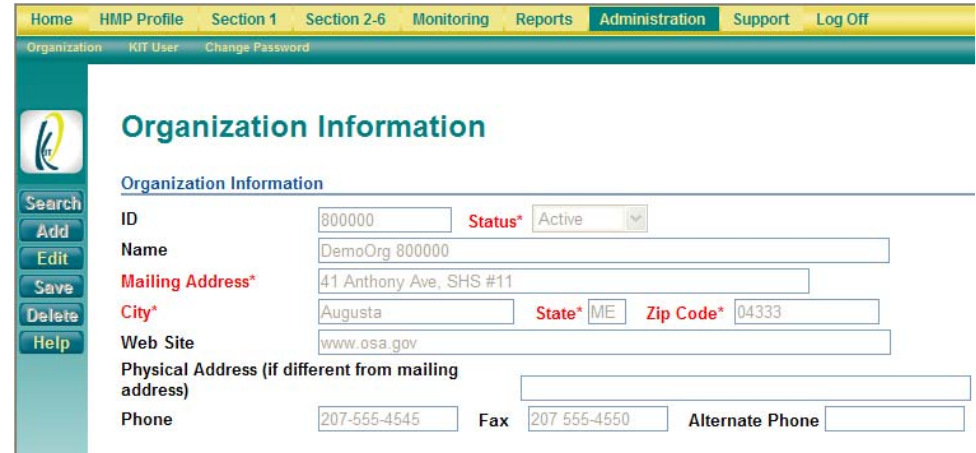
(This is a sample screenshot displaying the User Login Page.)

Organization Information

The Organization Information module has information specific to your organization. The contact information will be useful to the state in case they have a question on any part of the data that has been put into the application.

Viewing the Organization Information

1. Click **Administration** from the main menu.
2. Click **Organization** from the submenu.



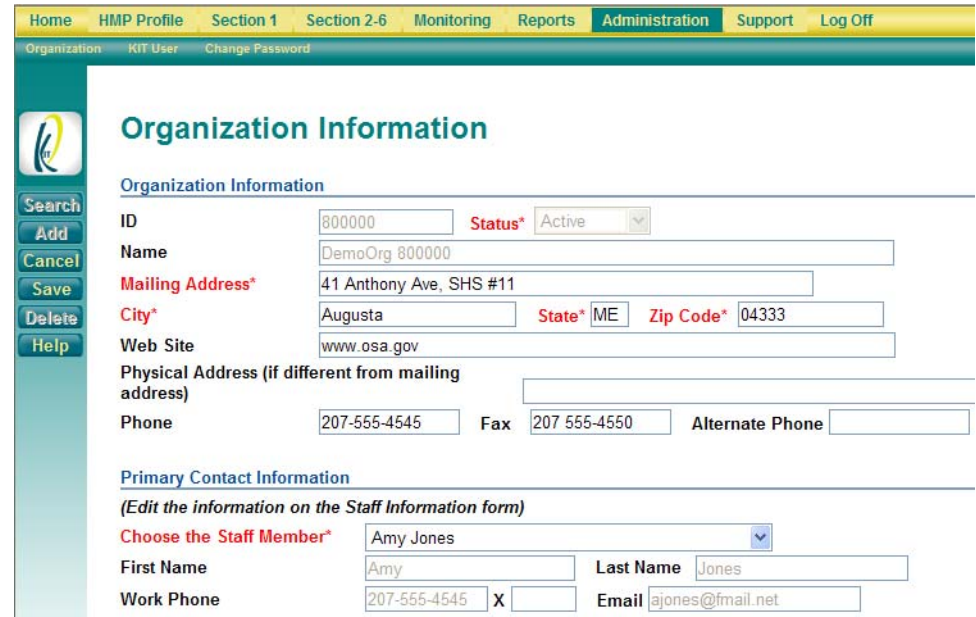
The screenshot shows the 'Organization Information' page. At the top is a navigation bar with links: Home, HMP Profile, Section 1, Section 2-6, Monitoring, Reports, Administration, Support, and Log Off. Below this is a submenu with Organization, KIT User, and Change Password. On the left is a toolbar with buttons: Search, Add, Edit, Save, Delete, and Help. The main content area is titled 'Organization Information' and contains a form with the following fields: ID (800000), Status* (Active), Name (DemoOrg 800000), Mailing Address* (41 Anthony Ave, SHS #11), City* (Augusta), State* (ME), Zip Code* (04333), Web Site (www.osa.gov), Physical Address (if different from mailing address), Phone (207-555-4545), Fax (207 555-4550), and Alternate Phone.

(This is a sample screenshot displaying the Organization Information Page.)

Editing the Organization Information

1. Click **Edit** (Edit) from the left toolbar.
2. Make any changes needed to the **Organization Information** (including **Mailing Address***, **City***, **State*** and **Zip Code***).
3. In the **Primary Contact Information** section, select one of the staff members to serve as a contact person for the KIT Prevention Service from the **Choose the Staff Member*** dropdown list. The rest of the information will be loaded for you based on what was entered in the [KIT User](#) module.
4. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.



The screenshot shows the 'Organization Information Edit Form'. It has the same navigation bar and submenu as the first screenshot. The left toolbar now includes a 'Cancel' button. The 'Organization Information' section is identical to the first screenshot. Below it is a new section titled 'Primary Contact Information' with the instruction '(Edit the information on the Staff Information form)'. This section contains a dropdown menu for 'Choose the Staff Member*' (currently showing 'Amy Jones'), and input fields for 'First Name' (Amy), 'Last Name' (Jones), 'Work Phone' (207-555-4545), and 'Email' (ajones@fmail.net).

(This is a sample screenshot displaying the Organization Information Edit Form.)

Tips

- Only the State can change the Provider **ID**, **Status** and Provider **Name**.
- If one of these items is incorrect for your organization, submit a request through the online support site [Contact Support](#) link.

HMP PROFILE

Coalition Information

Before any members can be added to the coalition, use the Coalition Information module to first register your coalition.

Adding a New Coalition Organization

1. Click **HMP Profile** from the main menu.
2. Click **Coalition Information** from the submenu.
3. Click **Add** (Add) from the left toolbar.

The screenshot shows the 'HMP Coalition Information' page. The top navigation bar includes 'Home', 'HMP Profile', 'Section 1', 'Section 2-6', 'Monitoring', 'Reports', 'Administration', 'Support', and 'Log Off'. Below this is a secondary navigation bar with 'Coalition Information', 'Local Service Area', 'Staffing Information', 'Membership and Board Information', and 'Additional State Contracts and Other Grants'. On the left, there is a toolbar with 'Add', 'Edit', 'Save', 'Delete', and 'Help' buttons. The main content area is titled 'HMP Coalition Information' and contains a 'Contact Information' section. The form fields are as follows:

Coalition Name	Kennebec Valley Against Drugs		
Mailing Address	1021 Cony St.		
Physical Address (if different from mailing)	1021 Cony St.		
City	Augusta		
State	ME	Zip Code	04330
Phone	207-626-7000	Fax	207-626-7003
Web Site	KVADrugs.org		

(This is a sample screenshot displaying the HMP Coalition Information Page.)

4. Enter the name of the coalition in the **Coalition Name** field.
5. Enter the coalition's address and contact information in the appropriate fields.
6. Enter the website address of the coalition in the **Web Site** field, if applicable.

The screenshot shows the 'HMP Coalition Information' page in edit mode. The top navigation bar and secondary navigation bar are the same as in the previous screenshot. The left toolbar now includes 'Cancel', 'Edit', 'Save', 'Delete', and 'Help' buttons. The main content area is titled 'HMP Coalition Information' and contains a 'Contact Information' section. The form fields are empty:

Coalition Name			
Mailing Address			
Physical Address (if different from mailing)			
City			
State		Zip Code	
Phone		Fax	
Web Site			

(This is a partial screenshot displaying the HMP Coalition Information Edit Form.)

7. Enter the name of the coalition's lead agency in the **Lead Agency Name** field.
8. Enter the lead agency's address and contact information in the appropriate fields.
9. Enter the website address of the agency contact in the **Web Site** field, if applicable.
10. Enter the state project officer in the **State Project Officer** field.
11. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

Agency Contact Responsible for the HMP Contract

Lead Agency Name	<input type="text"/>		
Mailing Address	<input type="text"/>		
Physical Address (if different from mailing)	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>	Zip Code	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
Web Site	<input type="text"/>		
State Project Officer	<input type="text"/>		

(This is a partial screenshot displaying the HMP Coalition Information Edit Form.)

Editing the Coalition Information

1. Click **HMP Profile** from the main menu.
2. Click **Coalition Information** from the submenu.
3. Select the coalition you wish to edit from the **Coalition Name** dropdown list.
4. Click **Edit** (Edit) from the left toolbar.
5. Make any changes needed to the form.
6. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'HMP Coalition Information' page with the 'Edit' form active. The form fields are as follows:

Contact Information			
Coalition Name	Kennebac Valley Against Drugs		
Mailing Address	1021 Cony St.		
Physical Address (if different from mailing)	1021 Cony St.		
City	Augusta		
State	ME	Zip Code	04330
Phone	207-626-7000	Fax	207-626-7003
Web Site	KVAdrugs.org		

On the left sidebar, there is a toolbar with buttons: Add, Edit, Save, Delete, and Help. The 'Edit' button is highlighted.

(This is a sample screenshot displaying the HMP Coalition Information Page.)

Deleting the Coalition Information

1. Click **HMP Profile** from the main menu.
2. Click **Coalition Information** from the submenu.
3. Select the coalition you wish to delete from the **Coalition Name** dropdown list.
4. Click **Delete** (Delete) from the left toolbar.
5. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.
*Note: Click the **Cancel** (Cancel) button to cancel the deletion.

The screenshot shows the 'HMP Coalition Information' page with the 'Delete' form active. A confirmation message box is overlaid on the form, asking 'Are you Sure?' with 'OK' and 'Cancel' buttons. An arrow points to the 'OK' button with the label 'OK Button'.

The form fields are the same as in the previous screenshot:

Contact Information			
Coalition Name	Kennebac Valley Against		
Mailing Address	1021 Cony St.		
Physical Address (if different from mailing)	1021 Cony St.		
City	Augusta		
State	ME	Zip Code	04330
Phone	207-626-7000	Fax	207-626-7003
Web Site	KVAdrugs.org		

On the left sidebar, there is a toolbar with buttons: Add, Edit, Save, Delete, and Help. The 'Delete' button is highlighted.

(This is a sample screenshot displaying the HMP Coalition Information Page.)

HMP Local Service Area

The HMP Local Service Area module allows you to identify towns and townships in your local service area that you serve, that are served by other HMPs and to identify towns you serve which are outside of your local service area.

Adding a HMP Local Service Area

1. Click **HMP Profile** from the main menu.
 2. Click **Local Service Area** from the submenu.
 3. Select a coalition name from the **Name** dropdown list.
 4. Click **Add** (Add) from the left toolbar.
5. Enter the town and township in local service area in the **Town and Township Local Service Area** field.
 6. Enter the towns sub-contracted to other HMPs in the **Towns Sub-contracted to Other HMPs** field.
 7. Enter the towns sub-contracted from other HMPs in the **Towns Sub-contracted from Other HMPs** field.
 8. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.

(This is a sample screenshot displaying the HMP Local Service Area Page.)

(This is a sample screenshot displaying the HMP Local Service Area Edit Form.)

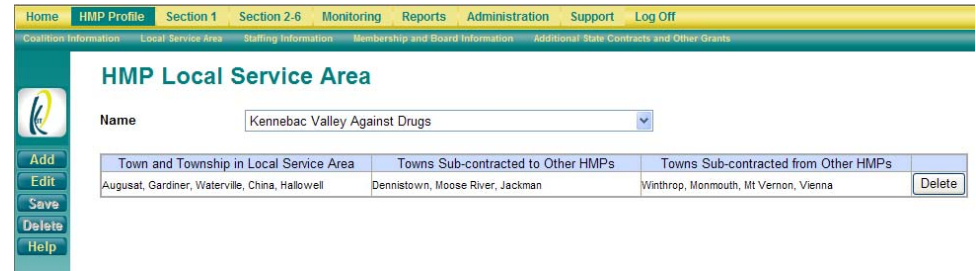
Tips

- You can enter up to three (3) towns/townships at a time. If you need to add more than three (3), after saving click the **Add** (Add) button again to add more.

Editing the HMP Local Service Area

1. Click **HMP Profile** from the main menu.
2. Click **Local Service Area** from the submenu.
3. Select the coalition name you wish to edit from the **Name** dropdown list.
4. Click **Edit** (Edit) from the left toolbar.
5. Make any changes needed to the form.
6. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

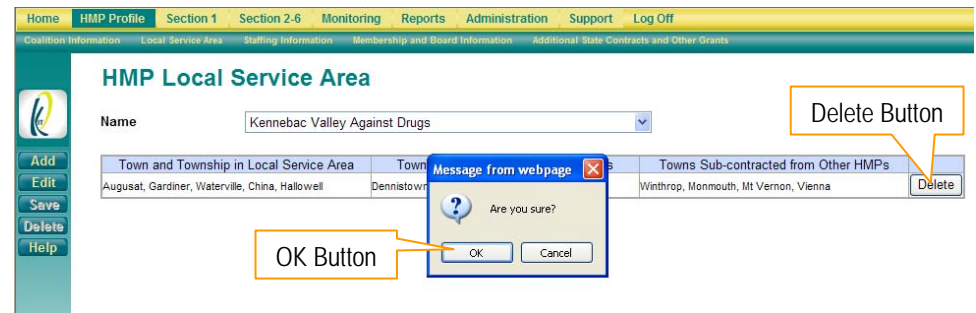


(This is a sample screenshot displaying the HMP Local Service Area Page.)

Deleting the HMP Service Area

1. Click **HMP Profile** from the main menu.
2. Click **Local Service Area** from the submenu.
3. Select the coalition name you wish to delete from the **Name** dropdown list.
4. Click the **Delete** (Delete) button next to the local service area you wish to delete.
5. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.

*Note: Click the **Cancel** (Cancel) button to cancel the deletion.



(This is a sample screenshot displaying the HMP Local Service Area Page.)

Staffing Information

The Staffing Information module is used to record the coalition's HMP paid staff and sub-contractors.

Adding Staffing Information

1. Click **HMP Profile** from the main menu.
2. Click **Staffing Information** from the submenu.
3. Select a coalition name from the **Coalition Name** dropdown list.
4. Click **Add** (Add) from the left toolbar.

The screenshot shows the 'Staffing Information' page in a web application. The top navigation bar includes 'Home', 'HMP Profile', 'Section 1', 'Section 2-6', 'Monitoring', 'Reports', 'Administration', 'Support', and 'Log Off'. Below this, a secondary bar lists 'Coalition Information', 'Local Service Area', 'Staffing Information', 'Membership and Board Information', and 'Additional State Contracts and Other Grants'. The main content area is titled 'Staffing Information' and contains a 'Contact Information' section. This section includes a 'Coalition Name' dropdown menu (set to 'Kennebec Valley Against Drugs'), a 'Partnership Director' text field, a 'Phone' text field, an 'Email' text field, and a 'Percent of Position Covered by HMP Funding' text field. Below these fields are two tables. The first table has columns: 'HMP Paid Staff', 'Position Title', 'FTE', 'Phone', 'Email', and 'Content Focus'. The second table has columns: 'Sub-Contractor', 'Program Focus Area', and 'Role'. On the left side of the form, there is a vertical toolbar with buttons: 'Add', 'Edit', 'Save', 'Delete', and 'Help'.

(This is a sample screenshot displaying the Staffing Information Page.)

5. Enter the name of the **Partnership Director**, the 10 digit **Phone** number and **Email** address in the appropriate fields.
6. Enter what percent this position is covered by HMP funding in the **Percent of Position Covered by HMP Funding** field.

This screenshot shows the 'Staffing Information' page with the 'Edit' form active. The layout is identical to the previous screenshot, but the left toolbar now includes a 'Cancel' button at the top, followed by 'Edit', 'Save', 'Delete', and 'Help'. The 'Contact Information' section contains the same fields as before, with the 'Coalition Name' dropdown still set to 'Kennebec Valley Against Drugs'.

(This is a sample screenshot displaying the Staffing Information Edit Form.)

7. For each HMP Paid Staff member:
 - a. Enter the name of the HMP paid staff in the **HMP Paid Staff** field
 - b. Enter the staff member's **Position Title**.
 - c. Enter the staff member's number of Full Time Equivalents in the **FTE** field.
 - d. Enter the staff member's 10-digit phone number in the **Phone** field
 - e. Enter the staff member's **Email**.
 - f. Enter the staff member's **Content Focus**.

This is a partial screenshot of the 'Staffing Information' edit form, focusing on the table section. The table has columns: 'HMP Paid Staff', 'Position Title', 'FTE', 'Phone', 'Email', and 'Content Focus'. The 'HMP Paid Staff' column contains a text input field. The 'Position Title' column contains a text input field. The 'FTE' column contains a text input field. The 'Phone' column contains a text input field. The 'Email' column contains a text input field. The 'Content Focus' column contains a text area. The table is currently empty of data rows.

(This is a partial screenshot displaying the Staffing Information Edit Form.)

8. For each Sub-contractor:
 - a. Enter the name of the sub-contractor in the **Sub-Contractor** field
 - b. Enter the sub-contractor's **Program Focus Area**.
 - c. Enter the sub-contractor's **Role**.

9. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

Sub-Contractor	Program Focus Area	Role
Sub-Contractor	Program Focus Area	Role

(This is a partial screenshot displaying the Staffing Information Edit Form.)

Tips

- If you need to add other HMP Paid Staff once you save the Staffing Information, click the **Add Paid Staff** underneath the list of HMP Paid Staff.
- If you need to add other Sub-contractors once you save the Staffing Information, click the **Add Sub-Contractor** underneath the list of Sub-Contractors.
- You can enter up to three (3) staff at a time. If you need to add more than three (3), after saving click the **Add** (Add) button again to add more.

Editing Staffing Information

1. Click **HMP Profile** from the main menu.
 2. Click **Staffing Information** from the submenu.
 3. Select the coalition from the **Coalition Name** dropdown list.
 4. Click **Edit** (Edit) from the left toolbar.
 5. Make any changes needed to the form.
 6. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot displays the 'Staffing Information' page. At the top is a navigation bar with links: Home, HMP Profile, Section 1, Section 2-6, Monitoring, Reports, Administration, Support, and Log Off. Below this is a sub-menu bar: Coalition Information, Local Service Area, Staffing Information, Membership and Board Information, and Additional State Contracts and Other Grants. On the left is a vertical toolbar with buttons: Add, Edit, Save, Delete, and Help. The main content area is titled 'Staffing Information' and contains a 'Contact Information' section with fields for Coalition Name (Cumberland Against Substance Abuse), Partnership Director (Bev Ford), Phone (207-889-0990), Email (bford@mail.net), and Percent of Position Covered by HMP Funding (100). Below this are two tables. The first table, 'HMP Paid Staff', has columns: HMP Paid Staff, Position Title, FTE, Phone, Email, Content Focus, and a Delete button. It lists Francis Olzak as School liaison with FTE .5 and phone 207-887-4545. The second table, 'Sub-Contractor', has columns: Sub-Contractor, Program Focus Area, Role, and a Delete button. It lists Ray Zimmer as a presenter for the Character Connex program, focusing on self-esteem/peer pressure resistance for elementary school students. Buttons 'Add Paid Staff' and 'Add Sub-Contractor' are at the bottom right.

(This is a sample screenshot displaying the Staffing Information Page.)

Deleting Staffing Information

1. Click **HMP Profile** from the main menu.
 2. Click **Staffing Information** from the submenu.
 3. Select the coalition from the **Coalition Name** dropdown list.
 4. Click the **Delete** (Delete) button next to the HMP Paid staff or Sub-contractor you wish to delete.
 5. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.
- *Note: Click the **Cancel** (Cancel) button to cancel the deletion.

This screenshot is similar to the previous one but includes a confirmation dialog box titled 'Message from webpage' with the question 'Are you sure?'. The dialog has 'OK' and 'Cancel' buttons. An arrow points from the 'Delete' button in the 'Sub-Contractor' table to the dialog box, with a label 'Delete Button'. Another arrow points from the 'OK' button in the dialog box to the 'OK Button' label. The background page shows the same staffing information as the previous screenshot.

(This is a sample screenshot displaying the Staffing Information Page.)

Membership and Board Information

The Membership and Board Information module allows you to identify the board members of a coalition along with their contact information.

Adding Membership

1. Click **HMP Profile** from the main menu.
 2. Click **Membership and Board Information** from the submenu.
 3. Select the coalition name from the **Name** dropdown list.
 4. Click **Add** (Add) from the left toolbar.
 5. Enter the name of the member's organization in the **Organization** field.
 6. Enter the name of the member in the **Member Name** field.
 7. Select the sector the member is involved with from the **Primary Sector** dropdown list.
 8. Select the secondary sector the member is involved with from the **Secondary Sector** dropdown list, if applicable.
 9. Select the board the member is involved with from the **Board Type** dropdown list.
 10. Enter the member's 10-digit phone number in the **Phone** field.
 11. Enter the member's email address in the **Email** field.
 12. Enter the member's position on the board in the **Board Position** field.
 13. Select the committee the member is involved with from the **Committee** dropdown list.
 14. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Membership Information' page. At the top is a navigation bar with links: Home, HMP Profile, Section 1, Section 2-6, Monitoring, Reports, Administration, Support, and Log Off. Below this is a submenu with links: Coalition Information, Local Service Area, Staffing Information, Membership and Board Information, and Additional State Contracts and Other Grants. The main content area has a title 'Membership Information' and a 'Name' dropdown menu currently set to 'Kennebac Valley Against Drugs'. Below the dropdown is a table with the following headers: Organization, Member Name, Primary Sector, Secondary Sector, Board Type, Phone, Email, Board Position, and Committee.

(This is a sample screenshot displaying the Membership Information Page.)

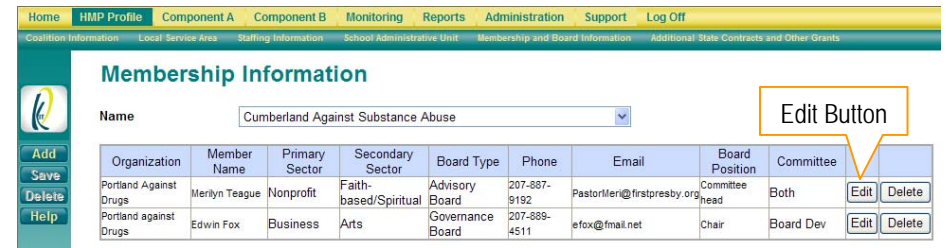
The screenshot shows the 'Membership Information' edit form. It has the same navigation bar and submenu as the previous screenshot. The main content area has a title 'Membership Information' and a 'Name' dropdown menu currently set to 'Kennebac Valley Against Drugs'. Below the dropdown are input fields for: Organization, Member Name, Primary Sector (dropdown), Secondary Sector (dropdown), Board Type (dropdown), Phone, Email, Board Position, and Committee (dropdown).

(This is a sample screenshot displaying the Membership Information Edit Form.)

Editing the Membership

1. Click **HMP Profile** from the main menu.
2. Click **Membership and Board Information** from the submenu.
3. Select the coalition's name from the **Name** dropdown list.
4. Click **Edit** (Edit) to the right of the entry that needs editing.
5. Make any changes needed to the entry.
6. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

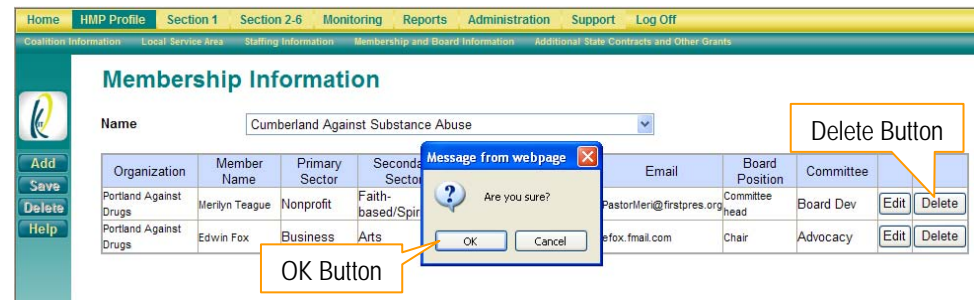


(This is a sample screenshot displaying the Membership Information Page.)

Deleting the Membership

1. Click **HMP Profile** from the main menu.
2. Click **Membership and Board Information** from the submenu.
3. Select the coalition's name from the **Name** dropdown list.
4. Click the **Delete** (Delete) button to the right of the entry you wish to delete.
5. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.

*Note: Click the **Cancel** (Cancel) button to cancel the deletion.



(This is a sample screenshot displaying the Membership Information Page.)

Additional State Contract and Other Grants

The Additional State Contracts and Other Grants module allows you to identify and track the non-HMP funding and also the matching funds contributed by HMP.

Adding Additional State Contracts and Other Grants

1. Click **HMP Profile** from the main menu.
 2. Click **Additional State Contracts and Other Grants** from the submenu.
 3. Select the funding type from the **Other Funding Type** dropdown list.
 4. Select the name of the organization from the **Coalition Name** dropdown list.
 5. Click **Add** (Add) from the left toolbar.
 6. Enter the date the funding began in the **Begin Date** field as mm/dd/yyyy.
 7. Enter the date the funding has ended in the **End Date** field as mmd/dd/yyyy, when applicable.
 8. Enter the name of the funder in the **Name of Funder** field.
 9. Enter the reason for funding in the **Title/Purpose** field.
 10. Select the section of funding from the **Program Section** dropdown list.
 11. Enter the contract number in the **State or Federal Contract Number** field.
 12. Enter the match funding in the **HMP Funds Committed to Match** field.
 13. Enter the organization's funding for the time frame in the **Total Funding for the Period** field.
 14. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.

Begin Date	End Date	Name of Funder	Title/Purpose	Program Section	State or Federal Contract Number	HMP Funds Committed to Match	Total Funding for Period
						YTD: \$0.00	YTD: \$0.00

(This is a sample screenshot displaying the Additional State Contracts and Other Grants Page.)

Begin Date (MM/DD/YYYY)

End Date (MM/DD/YYYY)

Name of Funder

Title/Purpose

Program Section

State or Federal Contract Number

HMP Funds Committed to Match

Total Funding for Period

(This is a sample screenshot displaying the Additional State Contracts and Other Grants Edit Form.)

Editing the Additional State Contracts and Other Grants

1. Click **HMP Profile** from the main menu.
 2. Click **Additional State Contracts and Other Grants** from the submenu.
 3. Select the funding type from the **Other Funding Type** dropdown list.
 4. Select the coalition name that needs editing from the **Coalition Name** dropdown list.
 5. Click **Edit** (Edit) from the left toolbar.
 6. Make any changes needed to the entry.
 7. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Additional State Contracts and Other Grants' page. At the top, there is a navigation bar with links: Home, HMP Profile, Section 1, Section 2-6, Monitoring, Reports, Administration, Support, and Log Off. Below this is a sub-navigation bar with links: Coalition Information, Local Service Area, Staffing Information, Membership and Board Information, and Additional State Contracts and Other Grants. The main content area has a title 'Additional State Contracts and Other Grants'. Below the title are two dropdown menus: 'Other Funding Type' (set to 'Outside of HMP Funds') and 'Coalition Name' (set to 'Cumberland Against Substance Abuse'). To the left of the table is a toolbar with buttons: Add, Edit, Save, Delete, and Help. The table has columns: Begin Date, End Date, Name of Funder, Title/Purpose, Program Section, State or Federal Contract Number, HMP Funds Committed to Match, Total Funding for Period, and a Delete button. The first row shows: 07/01/2012, 06/30/2014, Office of Substance Abuse, Perscription Monitoring Program, Substance Abuse, SA 12 345, 0, 13000, and a Delete button. Below the table, there are two rows of YTD values: YTD: \$0.00 and YTD: \$13,000.00.

(This is a sample screenshot displaying the Additional State Contracts and Other Grants Page.)

Deleting the Additional State Contracts and Other Grants

1. Click **HMP Profile** from the main menu.
 2. Click **Additional State Contracts and Other Grants** from the submenu.
 3. Select the funding type from the **Other Funding Type** dropdown list.
 4. Select the coalition name that needs editing from the **Coalition Name** dropdown list.
 5. Click the **Delete** (Delete) button to the right of the entry you wish to delete.
 6. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.
- *Note: Click the **Cancel** (Cancel) button to cancel the deletion.

The screenshot shows the same 'Additional State Contracts and Other Grants' page as before, but with a confirmation dialog box open. The dialog box has a title bar 'Message from webpage' and a question mark icon. The text inside says 'Are you sure?'. There are two buttons: 'OK' and 'Cancel'. An arrow points from the 'Delete' button in the table to the 'Delete Button' label. Another arrow points from the 'OK' button in the dialog box to the 'OK Button' label. The table and YTD values are the same as in the previous screenshot.

(This is a sample screenshot displaying the Additional State Contracts and Other Grants Page.)

SECTION 1

Objective List

The Objective List module allows you to select the objectives for each organization.

Adding Objective List

1. Click **Section 1** from the main menu.
2. Click **Objective List** from the submenu.
3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
4. Select the type of coalition from the **Coalition Type** dropdown list.
5. Select the name of the organization from the **Name** dropdown list.
6. Click **Add** (Add) from the left toolbar.

The screenshot shows the 'Objective List' page. At the top is a navigation bar with links: Home, HMP Profile, Section 1 (highlighted), Section 2-6, Monitoring, Reports, Administration, Support, and Log Off. Below this is a sub-menu with 'Objective List' and 'Strategy List'. On the left is a vertical toolbar with buttons: Add, Edit, Save, Delete, and Help. The main area is titled 'Objective List' and contains three dropdown menus: 'Work Plan Year' (set to 2012-2013), 'Coalition Type' (set to Community), and 'Name' (set to Kennebec Valley Against Drugs). A 'Strategy List' button is in the top right. Below the dropdowns is a table with one header row labeled 'Objective'.

(This is a sample screenshot displaying the Objective List Page.)

7. Use the checkboxes to select the objective(s) associated with the organization name.
 8. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.

This screenshot shows the 'Objective List' page with an additional row in the table. The table has two columns: 'Objective' and a checkbox. The first row is the header 'Objective'. The second row contains the text 'IC 1 Provide support for and increase capacity of the public health infrastructure.' and an unchecked checkbox.

(This is a sample screenshot displaying the Objective List Edit Form.)

Tips

- Once the objective(s) are saved, you can directly add strategies to each objective of the organization by clicking on the **Strategy List** (Strategy List) button.

Editing the Objective List

1. Click **Section 1** from the main menu.
 2. Click **Objective List** from the submenu.
 3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
 4. Select the type of coalition from the **Coalition Type** dropdown list.
 5. Select the name of the organization from the **Name** dropdown list.
 6. Click **Edit** (Edit) from the left toolbar.
 7. Make any changes needed to the entry.
 8. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.

(This is a sample screenshot displaying the Objective List Page.)

Tips

- To delete the objectives associated with an organization, deselect all the objective checkboxes.

Strategy List

The Strategy List module allows you to select the strategies for each objectives of an organization.

Adding Strategy List

1. Click **Section 1** from the main menu.
2. Click **Strategy List** from the submenu.
3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
4. Select the type of coalition from the **Coalition Type** dropdown list.
5. Select the name of the organization from the **Name** dropdown list.
6. Select the objective from the **Objective** dropdown list.
*Note: If the objective is not in the dropdown list, use the **Objective List** (Objective List) button to go to the Objective List to select the checkbox for the desired objective.
7. Click **Add** (Add) from the left toolbar.

The screenshot shows the 'Strategy List' page in a web application. The top navigation bar includes 'Home', 'HMP Profile', 'Section 1', 'Section 2-6', 'Monitoring', 'Reports', 'Administration', 'Support', and 'Log Off'. Below this, there's a sub-menu with 'Objective List' and 'Strategy List'. The main content area is titled 'Strategy List' and features a sidebar with buttons: 'Add', 'Edit', 'Save', 'Delete', and 'Help'. The form fields are: 'Work Plan Year' (2012-2013), 'Coalition Type' (Community), 'Name' (Kennebec Valley Against Drugs), and 'Objective' (IC 1: Provide support for and increase capacity of the public health infrastructure.). There is an 'Objective List' button. Below the form is a table with two columns: 'Strategy' and 'Milestone'.

(This is a sample screenshot displaying the Strategy List Page.)

8. Use the checkboxes to select the strategy(s) associated with the organization/objective.
9. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Strategy List' page in a web application, similar to the previous one, but with a table of strategies and milestones. The table has two columns: 'Strategy' and 'Milestone'. Each row represents a specific strategy and its associated milestones, with checkboxes for selection.

Strategy	Milestone	
IC 1.1 Actively participate on the District Coordinating Council.	A. Provide meeting support for DCC Quarterly Meetings, DCC Executive/Steering committee meetings, and DPHIP workgroups under the advisement of the District Liaison and DCC Chair.	<input type="checkbox"/>
IC 1.2 Assure exchange of information related to the HMP and its local service area among local, district and state partners.	A. Provide local service area (LSA) updates, input and feedback to the District Liaison, HMP Project Officer, OSA Project Officer, State Point of Contact (SPOC), the DCC and the Lead HMP. B. Disseminate updates, resource information, lessons learned, and best practices from the district level to statewide partners and LSA stakeholders.	<input type="checkbox"/>
IC 1.3 Participate in District Public Health Improvement Plan (DPHIP)	A. Participate in comprehensive health improvement planning processes to develop DPHIP. B. Participate on (or collaborated with) one priority implementation subcommittee of each successive DPHIP.	<input type="checkbox"/>
IC 1.4 Respond to emerging public health opportunities and calls to action.	A. Participate in response to MCDCC requests for HMP assistance in public health emergencies with a designated role and response consistent with expectations of all DCC members.	<input type="checkbox"/>

(This is a sample screenshot displaying the Strategy List Edit Form.)

Editing the Strategy List

1. Click **Section 1** from the main menu.
2. Click **Strategy List** from the submenu.
3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
4. Select the type of coalition from the **Coalition Type** dropdown list.
5. Select the name of the organization from the **Name** dropdown list.
6. Select the objective from the **Objective** dropdown list.
7. Click **Edit** (Edit) from the left toolbar.
8. Make any changes needed to the entry.
9. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

Strategy	Milestone
IC 1.1 Actively participate on the District Coordinating Council.	A. Provide meeting support for DCC Quarterly Meetings, DCC Executive/Steering committee meetings, and DPHIP workgroups under the advisement of the District Liaison and DCC Chair.
IC 1.2 Assure exchange of information related to the HMP and its local service area among local, district and state partners.	A. Provide local service area (LSA) updates, input and feedback to the District Liaison, HMP Project Officer, OSA Project Officer, State Point of Contact (SPOC), the DCC and the Lead HMP. B. Disseminate updates, resource information, lessons learned, and best practices from the district level to statewide partners and LSA stakeholders.
IC 1.3 Participate in District Public Health Improvement Plan (DPHIP)	A. Participate in comprehensive health improvement planning processes to develop DPHIP. B. Participate on (or collaborated with) one priority implementation subcommittee of each successive DPHIP.

(This is a sample screenshot displaying the Strategy List Page.)

Tips

- To delete the strategies associated with an objective, deselect all the strategy checkboxes.

SECTION 2-6

Objective List

The Section 2-6 Objective List module allows you to quantify the objectives for each organization.

Adding Objective List

1. Click **Section 2-6** from the main menu.
2. Click **Objective List** from the submenu.
3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
4. Select the type of coalition from the **Coalition Type** dropdown list.
5. Select the name of the organization from the **Name** dropdown list.
6. Select the section from the **Section** dropdown list.
7. Click **Add** (Add) from the left toolbar.
8. Use the checkboxes to select the objective(s).
9. For each selected objective, enter the **Setting Count** (sc), **Baseline Count** (bc) and the **Aspirational Count** (ac) in the appropriate fields. The counts entered will populate the indicated areas of the objective.
*Note: You do not need to enter counts for the Substance Abuse objectives.
10. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.

Home HMP Profile Section 1 Section 2-6 Monitoring Reports Administration Support Log Off

Objective List Strategy List Milestone Builder

Objective List Strategy List

Work Plan Year 2013 - 2014
Coalition Type Community
Name Kennebec Valley Against Drugs
Section Tobacco

Objective

(This is a sample screenshot displaying the Section 2-6 Objective List Page.)

Home HMP Profile Section 1 Section 2-6 Monitoring Reports Administration Support Log Off

Objective List Strategy List Milestone Builder

Objective List Strategy List

Work Plan Year 2013 - 2014
Coalition Type Community
Name Kennebec Valley Against Drugs
Section Tobacco

Objective	Settings Count	Baseline Count	Aspirational Count
PTM 1 From a total of [sc] tobacco retailers, increase the number that are implementing the Partnership For A Tobacco-Free Maines NO BUTS! Program from [bc] to [ac].	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
PTM 2 From a total of [sc] tobacco retailers, increase the number that are participating in the NO BUTS! Program who also implement the Star Store Program in order to reduce the impact of tobacco advertising from [bc] to [ac].	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
PTM 3 From a total of [sc] multi-unit residential buildings, increase the number that are 100% smoke-free from [bc] to [ac].	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
PTM 4 From a total of [sc] municipalities, increase the number that have policies and / or ordinances prohibiting tobacco use at public events and open-air places from [bc] to [ac].	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

(This is a sample screenshot displaying the Section 2-6 Objective List Edit Form.)

Tips

- Once the objective(s) are saved, you can directly add strategies to each objective of the organization by clicking on the **Strategy List** (Strategy List) button.

Editing the Objective List

1. Click **Section 2-6** from the main menu.
2. Click **Objective List** from the submenu.
3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
4. Select the type of coalition from the **Coalition Type** dropdown list.
5. Select the name of the organization from the **Name** dropdown list.
6. Select the section from the **Section** dropdown list
7. Click **Edit** (Edit) from the left toolbar.
8. Make any changes needed to the entry.
9. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

Objective	Settings Count	Baseline Count	Aspirational Count
PTM 1 From a total of 38 tobacco retailers, increase the number that are implementing the Partnership For A Tobacco-Free Maines NO BUTS! Program from 9 to 30.	38	9	30

(This is a sample screenshot displaying the Objective List Page.)

Tips

- To delete the objectives associated with an organization, deselect all the objective checkboxes.

Strategy List

The Strategy List module allows you to select the strategies for each objective of an organization.

Adding Strategy List

1. Click **Section 2-6** from the main menu.
 2. Click **Strategy List** from the submenu.
 3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
 4. Select the type of coalition from the **Coalition Type** dropdown list.
 5. Select the name of the organization from the **Name** dropdown list.
 6. Select the section from the **Section** dropdown list.
 7. Select the objective from the **Objective** dropdown list.
*Note: If the objective is not in the dropdown list, use the **Objective List** (Objective List) button to go to the Objective List to select the checkbox for the desired objective.
 8. Select the strategy from the **Strategy** dropdown list.
 9. Click **Add** (Add) from the left toolbar.
10. Choose the health disparity from the **Choose Disparity** dropdown list.
 11. Enter the population with the health disparity in the **Populations** text box.
 12. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.

(This is a sample screenshot displaying the Strategy List Page.)

(This is a sample screenshot displaying the Strategy List Edit Form.)

Tips

- Once the strategy is saved, you can directly add milestones to the strategy by clicking on the **Milestone Builder** (Milestone Builder) button.

Editing the Strategy List

1. Click **Section 2-6** from the main menu.
2. Click **Strategy List** from the submenu.
3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
4. Select the type of coalition from the **Coalition Type** dropdown list.
5. Select the name of the organization from the **Name** dropdown list.
6. Select the section from the **Section** dropdown list
7. Select the objective from the **Objective** dropdown list.
8. Select the strategy from the **Strategy** dropdown list.
9. Click **Edit** (Edit) from the left toolbar.
10. Make any changes needed to the entry.
11. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

(This is a sample screenshot displaying the Strategy List Page.)

Deleting the Strategy List

1. Click **Section 2-6** from the main menu.
2. Click **Strategy List** from the submenu.
3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
4. Select the type of coalition from the **Coalition Type** dropdown list.
5. Select the name of the organization from the **Name** dropdown list.
6. Select the section from the **Section** dropdown list
7. Select the objective from the **Objective** dropdown list.
8. Select the strategy from the **Strategy** dropdown list.
7. Click **Delete** (Delete) from the left toolbar.
9. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.

*Note: Click the **Cancel** (Cancel) button to cancel the deletion.

(This is a sample screenshot displaying the Strategy Page.)

Milestone Builder

The Milestone builder module allows you build milestones to track progress on your strategies.

Adding a Milestone

1. Click **Section 2-6** from the main menu.
2. Click **Milestone Builder** from the submenu.
3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
4. Select the type of coalition from the **Coalition Type** dropdown list.
5. Select the name of the organization from the **Name** dropdown list.
6. Select the section from the **Section** dropdown list
7. Select the objective from the **Objective** dropdown list.
8. Select the strategy from the **Strategy** dropdown list
9. Click **Add** (Add) from the left toolbar.
10. For each milestone:
 - a. Enter the description of the milestone in the **Milestone Description** field.
 - b. Select the quarter the milestone is expected to be completed from the **Expected Completion** dropdown list.
 - c. Enter what percent of the strategy will be accomplished once this milestone is completed in the **Percent of Milestone Toward Strategy Accomplishment** field.
 - d. Enter the name of the partners who will work on this milestone in the **List the partners who will work with you on this milestone** field.
11. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.

Tips

- You can enter up to three (3) milestones at a time. If you need to add more than three (3), after saving click the **Add** (Add) button again to add more.

The screenshot shows the 'Milestone Builder' page in a web application. The top navigation bar includes links for Home, HMP Profile, Section 1, Section 2-6, Monitoring, Reports, Administration, Support, and Log Off. The left sidebar has buttons for Add, Edit, Save, Delete, and Help. The main form area contains dropdown menus for Work Plan Year (2012-2013), Coalition Type (Community), Name (Kennebec Valley Against Drugs), Section (Tobacco), Objective (PTM 4: Increase by x%, the number of municipalities that have policies and/or ordinances prohibiting tobacco use at public events and open-air places), and Strategy (PTM 4.1: Assist with the development of a policy and/or ordinance that increases the number of recreation areas and other venues that are smoke-free). Below the form is a table with columns: Milestone, Description, Plan to have the Milestone Completed, Percentage Value (%), and Partners who will work with you on this milestone. The Total Percentage Value is 0.

(This is a sample screenshot displaying the Milestone Builder Page.)

The screenshot shows the 'Milestone Builder' page in a web application, displaying the Edit form. The top navigation bar and left sidebar are the same as in the previous screenshot. The main form area contains dropdown menus for Work Plan Year (2012-2013), Coalition Type (Community), Name (Kennebec Valley Against Drugs), Section (Tobacco), Objective (PTM 4: Increase by x%, the number of municipalities that have policies and/or ordinances prohibiting tobacco use at public events and open-air places), and Strategy (PTM 4.1: Assist with the development of a policy and/or ordinance that increases the number of recreation areas and other venues that are smoke-free). Below the form is a table with columns: Milestone, Description, Plan to have the Milestone Completed, Percentage Value (%), and Partners who will work with you on this milestone. The Total Percentage Value is 0. The form also includes fields for Milestone Description, Expected Completion, Percent of Milestone Toward Strategy Accomplishment, and List the partners who will work with you on this milestone.

(This is a sample screenshot displaying the Milestone Builder Edit Form.)

Editing the Milestones

1. Click **Section 2-6** from the main menu.
2. Click **Milestone Builder** from the submenu.
3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
4. Select the type of coalition from the **Coalition Type** dropdown list.
5. Select the name of the organization from the **Name** dropdown list.
6. Select the section from the **Section** dropdown list
7. Select the objective from the **Objective** dropdown list.
8. Select the strategy from the **Strategy** dropdown list.
9. Click **Edit** (Edit) from the left toolbar.
10. Make any changes needed to the entry.
11. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Milestone Builder' interface. On the left is a toolbar with buttons: Add, Edit, Save, Delete, and Help. The main form contains several dropdown menus: Work Plan Year (2012-2013), Coalition Type (Community), Name (Kennebec Valley Against Drugs), Section (Tobacco), Objective (PTM 4: Increase by x%, the number of municipalities that have policies and/or ordinances prohibiting tobacco use at public events and open-air places), and Strategy (PTM 4.1: Assist with the development of a policy and/or ordinance that increases the number of recreation areas and other venues that are smoke-free (e.g., amusement parks, piers, playgrounds, sport stadiums)). Below the form is a table with columns: Milestone, Description, Plan to have the Milestone Completed, Percentage Value (%), Partners who will work with you on this milestone, and a Delete button. The table contains one row with milestone 1. Below the table, it says 'Total Percentage Value: 5'.

(This is a sample screenshot displaying the Milestone Builder Page.)

Deleting the Milestones

1. Click **Section 2-6** from the main menu.
2. Click **Milestone Builder** from the submenu.
3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
4. Select the type of coalition from the **Coalition Type** dropdown list.
5. Select the name of the organization from the **Name** dropdown list.
6. Select the section from the **Section** dropdown list
7. Select the objective from the **Objective** dropdown list.
8. Select the strategy from the **Strategy** dropdown list.
9. Click the **Delete** (Delete) button to the right of the milestone that needs deleting.
10. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.

*Note: Click the **Cancel** (Cancel) button to cancel the deletion.

This screenshot is similar to the previous one but includes a confirmation dialog box titled 'Message from webpage' with the text 'Are you sure?'. The dialog has 'OK' and 'Cancel' buttons. An arrow points from the 'Delete' button in the table to the dialog box. Another arrow points from the 'Delete' button in the table to the text 'Delete Button'.

(This is a sample screenshot displaying the Milestone Builder Page.)

MONITORING

Section 1 Reporting

The Section 1 Reporting module allows you to enter your status and notes for each quarter.

Adding Section 1 Reporting

1. Click **Monitoring** from the main menu.
 2. Click **Section 1 Reporting** from the submenu.
 3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
 4. Select the type of coalition from the **Coalition Type** dropdown list.
 5. Select the name of the organization from the **Name** dropdown list.
 6. Select the objective from the **Objective** dropdown list.
 7. Select the strategy from the **Strategy** dropdown list.
 8. Select the milestone from the **Milestone** dropdown list.
 9. Click **Add** (Add) from the left toolbar.
-
10. For each quarter:
 - a. Select the appropriate status from the **Status** dropdown list.
 - b. Enter notes about the progress of the quarter in the appropriate **Quarter Note** field.
 11. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.

This screenshot shows the 'Section 1 Reporting' form in the 'Add' mode. The form includes dropdown menus for Work Plan Year (2012-2013), Coalition Type (Community), Name (Kennebec Valley Against Drugs), Objective (IC 1: Provide support for and increase capacity of the public health infrastructure), Strategy (IC 1.1: Actively participate on the District Coordinating Council), and Milestone (A. Provide meeting support for DCC Quarterly Meetings, DCC Executive/Steering committee meetings, and DPHIP workgroups under the advisement of the District Liaison and DCC Chair). A left toolbar contains buttons for Add, Edit, Save, Delete, and Help.

(This is a sample screenshot displaying the Section 1 Reporting Page.)

This screenshot shows the 'Section 1 Reporting' form in the 'Edit' mode. It includes the same dropdown menus as the Add form. Below the dropdowns is a table for quarterly status and notes. The table has columns for Quarter1 (Jul 1 - Sep 30), Quarter2 (Oct 1 - Dec 30), Quarter3 (Jan 1 - Mar 30), and Quarter4 (Apr 1 - Jun 30). The Status row shows 'In Process On Time' for Quarter1 and Quarter2, 'Complete' for Quarter3, and 'Not Started' for Quarter4. Below the table are text input fields for Quarter1 Note, Quarter2 Note, Quarter3 Note, and Quarter4 Note. A left toolbar contains buttons for Cancel, Edit, Save, Delete, and Help.

	Quarter1 (Jul 1 - Sep 30)	Quarter2 (Oct 1 - Dec 30)	Quarter3 (Jan 1 - Mar 30)	Quarter4 (Apr 1 - Jun 30)
Status	In Process On Time	In Process On Time	Complete	Not Started
Quarter1 Note				
Quarter2 Note				
Quarter3 Note				
Quarter4 Note				

(This is a sample screenshot displaying the Section 1 Reporting Edit Form.)

Editing the Section 1 Reporting

1. Click **Monitoring** from the main menu.
 2. Click **Section 1 Reporting** from the submenu.
 3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
 4. Select the type of coalition from the **Coalition Type** dropdown list.
 5. Select the name of the organization from the **Name** dropdown list.
 6. Select the objective from the **Objective** dropdown list.
 7. Select the strategy from the **Strategy** dropdown list.
 8. Select the milestone from the **Milestone** dropdown list.
 9. Click **Edit** (Edit) from the left toolbar.
 10. Make any changes needed to the entry.
 11. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.

Section 1 Reporting

Work Plan Year: 2012-2013
 Coalition Type: Community
 Name: Kennebec Valley Against Drugs
 Objective: IC 1: Provide support for and increase capacity of the public health infrastructure.
 Strategy: IC 1.1: Actively participate on the District Coordinating Council.
 Milestone: A. Provide meeting support for DCC Quarterly Meetings, DCC Executive/Steering committee meetings, and DPHIP workgroups under the advisement of the District Liaison and DCC Chair.

	Quarter1 (Jul 1 - Sep 30)	Quarter2 (Oct 1 - Dec 30)	Quarter3 (Jan 1 - Mar 30)	Quarter4 (Apr 1 - Jun 30)
Status	In Process On Time	In Process On Time	In Process On Time	Not Started
Quarter1 Note				
Quarter2 Note				
Quarter3 Note				
Quarter4 Note				

(This is a sample screenshot displaying the Section 1 Reporting Page.)

Tips

- Section 1 Reporting cannot be deleted.

Section 2-6 Strategy Counts

The Section 2-6 Strategy Counts module allows you to enter your strategy counts and notes for each quarter.

Updating Section 2-6 Strategy Counts

1. Click **Monitoring** from the main menu.
 2. Click **Section 2-6 Strategy Counts** from the submenu.
 3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
 4. Select the type of coalition from the **Coalition Type** dropdown list.
 5. Select the name of the organization from the **Name** dropdown list.
 6. Select the section from the **Section** dropdown list.
 7. Select the objective from the **Objective** dropdown list.
 8. Select the strategy from the **Strategy** dropdown list.
 9. Click **Edit** (Edit) from the left toolbar.
-
10. For each quarter:
 - a. Enter the strategy counts in the appropriate field.
 - b. Enter any notes about the strategy counts in the **Count Note** field.
 11. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.

Tips

- The YTD is tallied once the entry has been saved.
- Section 2-6 Strategy Counts cannot be deleted.

The screenshot shows the 'Section 2-6 Strategy Counts' page. The top navigation bar includes 'Home', 'HMP Profile', 'Section 1', 'Section 2-6', 'Monitoring' (selected), 'Reports', 'Administration', 'Support', and 'Log Off'. Below this, a submenu shows 'Section 1 Reporting', 'Section 2-6 Strategy Counts' (selected), 'Section 2-6 Reporting', and 'Quarterly Narrative'. The left sidebar contains a logo and buttons for 'Edit', 'Save', and 'Help'. The main content area has the title 'Section 2-6 Strategy Counts' and a form with the following fields: 'Work Plan Year' (2012-2013), 'Coalition Type' (Community), 'Name' (Kennebec Valley Against Drugs), 'Section' (Tobacco), 'Objective' (PTM 4: Increase by x%, the number of municipalities that have policies and/or ordinances prohibiting tobacco use at public events and open-air places.), and 'Strategy' (PTM 4.1: Assist with the development of a policy and/or ordinance that increases the number of recreation areas and other venues that are smoke-free (e.g., amusement parks, piers, playgrounds, sport stadiums)).

(This is a sample screenshot displaying the Section 2-6 Strategy Counts Page.)

The screenshot shows the 'Section 2-6 Strategy Counts' edit form. The top navigation bar and submenu are identical to the previous screenshot. The left sidebar contains buttons for 'Cancel', 'Save', and 'Help'. The main content area has the title 'Section 2-6 Strategy Counts' and a form with the same fields as the previous screenshot. Below the form, there is a table for entering counts for each quarter and a YTD (Year-to-Date) total. The table has five columns: 'Quarter1 (Jul 1 - Sep 30)', 'Quarter2 (Oct 1 - Dec 30)', 'Quarter3 (Jan 1 - Mar 30)', 'Quarter4 (Apr 1 - Jun 30)', and 'YTD'. The table is currently empty, with '0' entered in the first row. Below the table is a 'Count Note' field.

Quarter1 (Jul 1 - Sep 30)	Quarter2 (Oct 1 - Dec 30)	Quarter3 (Jan 1 - Mar 30)	Quarter4 (Apr 1 - Jun 30)	YTD
0	0	0	0	0

(This is a sample screenshot displaying the Section 2-6 Strategy Count Edit Form.)

Section 2-6 Reporting

The Section 2-6 Reporting module allows you to track and enter progress notes for each milestone.

Adding Section 2-6 Reporting

1. Click **Monitoring** from the main menu.
 2. Click **Section 2-6 Reporting** from the submenu.
 3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
 4. Select the type of coalition from the **Coalition Type** dropdown list.
 5. Select the name of the organization from the **Name** dropdown list.
 6. Select the section from the **Section** dropdown list.
 7. Select the objective from the **Objective** dropdown list.
 8. Select the strategy from the **Strategy** dropdown list.
 9. Select the milestone from the **Milestone** dropdown list.
 10. Click **Add** (Add) from the left toolbar.
11. Enter any notes about the progress on the milestone in the **Progress Note** field.
 12. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.

Tips

- The **Entry Date** automatically populates with the current date.

Home HMP Profile Section 1 Section 2-6 Monitoring Reports Administration Support Log Off

Section 1 Reporting Section 2-6 Strategy Counts Section 2-6 Reporting Quarterly Narrative

Section 2-6 Reporting

Work Plan Year: 2012-2013
Coalition Type: Community
Name: Kennebec Valley Against Drugs
Section: Tobacco
Objective: PTM 4: Increase by x%, the number of municipalities that have policies and/or ordinances prohibiting tobacco use at public events and open-air places.
Strategy: PTM 4.1: Assist with the development of a policy and/or ordinance that increases the number of recreation areas and other venues that are smoke-free (e.g., amusement parks, piers, playgrounds, sport stadiums).
Milestone: Milestone 1: Assemble list of recreational area and venues and the key contact people/stakeholders to approach.

Left toolbar: Add, Edit, Save, Delete, Help

(This is a sample screenshot displaying the Section 2-6 Reporting Page.)

Quarter1 (Jul 1 - Sep 30)		Quarter2 (Oct 1 - Dec 30)		Quarter3 (Jan 1 - Mar 30)		Quarter4 (Apr 1 - Jun 30)		Percentage Completion (%)
Expected Completion	Status	Expected Completion	Status	Expected Completion	Status	Expected Completion	Status	
X								

Entry Date: Progress Note

Entry Date: 1/11/2013 Progress Note:

Entry Date: 1/11/2013 Progress Note:

(This is a sample screenshot displaying the Section 2-6 Reporting Edit Form.)

Editing the Section 2-6 Reporting

1. Click **Monitoring** from the main menu.
2. Click **Section 2-6 Reporting** from the submenu.
3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
4. Select the type of coalition from the **Coalition Type** dropdown list.
5. Select the name of the organization from the **Name** dropdown list.
6. Select the section from the **Section** dropdown list.
7. Select the objective from the **Objective** dropdown list.
8. Select the strategy from the **Strategy** dropdown list.
9. Select the milestone from the **Milestone** dropdown list.
10. Click **Edit** (Edit) from the left toolbar.
11. Use the **Status** dropdown list to change the status of the milestone.
12. Make any other changes needed to the entry.
13. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Section 2-6 Reporting' form. The top navigation bar includes links for Home, HMP Profile, Section 1, Section 2-6, Monitoring, Reports, Administration, Support, and Log Off. The left sidebar has buttons for Add, Edit, Save, Delete, and Help. The form fields are as follows:

- Work Plan Year:** 2012-2013
- Coalition Type:** Community
- Name:** Kennebec Valley Against Drugs
- Section:** Tobacco
- Objective:** PTM 4: Increase by x%, the number of municipalities that have policies and/or ordinances prohibiting tobacco use at public events and open-air places.
- Strategy:** PTM 4.1: Assist with the development of a policy and/or ordinance that increases the number of recreation areas and other venues that are smoke-free (e.g., amusement parks, piers, playgrounds, sport stadiums).
- Milestone:** Milestone 1: Assemble list of recreational area and venues and the key contact people/stakeholders to approach.

Below the form is a table showing quarterly progress:

Quarter1 (Jul 1 - Sep 30)		Quarter2 (Oct 1 - Dec 30)		Quarter3 (Jan 1 - Mar 30)		Quarter4 (Apr 1 - Jun 30)		Percentage Completion (%)
Expected Completion	Status	Expected Completion	Status	Expected Completion	Status	Expected Completion	Status	
X	In Process On Time		In Process On Time					0

At the bottom, there is an 'Entry Date' field (01/11/2013) and a 'Progress Note' field (Expect to be completed on schedule). A 'Delete' button is located to the right of the progress note.

(This is a sample screenshot displaying the Section 2-6 Reporting Page.)

Deleting the Section 2-6 Reporting

1. Click **Monitoring** from the main menu.
2. Click **Section 2-6 Reporting** from the submenu.
3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
4. Select the type of coalition from the **Coalition Type** dropdown list.
5. Select the name of the organization from the **Name** dropdown list.
6. Select the section from the **Section** dropdown list.
7. Select the objective from the **Objective** dropdown list.
8. Select the strategy from the **Strategy** dropdown list.
9. Select the milestone from the **Milestone** dropdown list.
10. Click the **Delete** (Delete) button to the right of the **Progress Note** that needs deleting..

This screenshot is identical to the one above, but it includes an orange callout box with the text 'Delete Button' pointing to the 'Delete' button located to the right of the 'Progress Note' field.

(This is a sample screenshot displaying the Section 2-6 Reporting Page.)

Quarterly Narrative

The quarterly narrative is a synopsis of the quarter. For each of the six sections, it allows the user to identify what progress has been made, if there are adjustments, if there is a need for technical assistance and the contact person.

Updating the Quarterly Narrative

1. Click **Monitoring** from the main menu.
 2. Click **Quarterly Narrative** from the submenu.
 3. Select the Work Plan Year from the **Work Plan Year** dropdown list.
 4. Select the type of coalition from the **Coalition Type** dropdown list.
 5. Select the name of the organization from the **Name** dropdown list.
 6. Select the reporting period from the **Reporting Period** dropdown list.
 7. Click **Edit** (Edit) from the left toolbar.
8. For each section:
- a. Enter any progress made during the quarter in the **Progress** field.
 - b. Enter any adjustments made during the quarter in the **Adjustments** field.
 - c. Enter the name and contact information of the Infrastructure Support contact in the **Contact**, **Contact Email**, and **Contact Phone** fields.
 - d. If there is a need for technical assistance, select the **Request for TA** checkbox.
9. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Quarterly Narrative' form in the 'Monitoring' section. The top navigation bar includes 'Home', 'HMP Profile', 'Section 1', 'Section 2-6', 'Monitoring', 'Reports', 'Administration', 'Support', and 'Log Off'. Below this, a submenu shows 'Section 1 Reporting', 'Section 2-6 Strategy Counts', 'Section 2-6 Reporting', and 'Quarterly Narrative'. The form itself has a left toolbar with 'Edit', 'Save', 'Delete', and 'Help' buttons. The main area contains dropdowns for 'Work Plan Year' (2012-2013), 'Coalition Type' (Community), 'Name' (Kennebec Valley Against Drugs), and 'Reporting Period' (Quarter 1 (07/01/12 - 09/30/12)). A 'Show Report' button is in the top right. The form is divided into sections: '(Section 1) Infrastructure Support and Capacity Development'. Under this section, there are text areas for 'Progress' and 'Adjustments', and a checkbox for 'Request for TA'.

(This is a sample screenshot displaying the Section 2-6 Reporting Page.)

This screenshot is identical to the one above, showing the 'Quarterly Narrative' form in the 'Monitoring' section. It displays the same navigation, toolbar, and form fields, including the 'Progress' and 'Adjustments' text areas and the 'Request for TA' checkbox.

(This is a sample screenshot displaying the Section 2-6 Reporting Edit Form.)


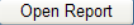
Tips

- Use the **Show Report** (Show Report) button to view/print the quarterly report.

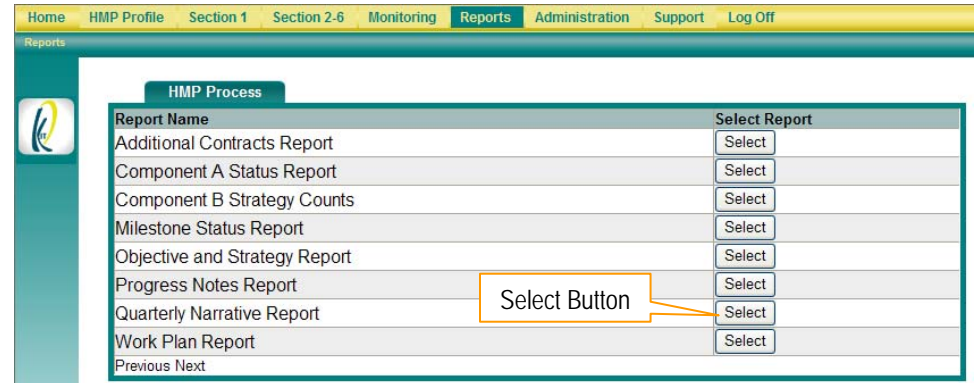
REPORTS

Reports

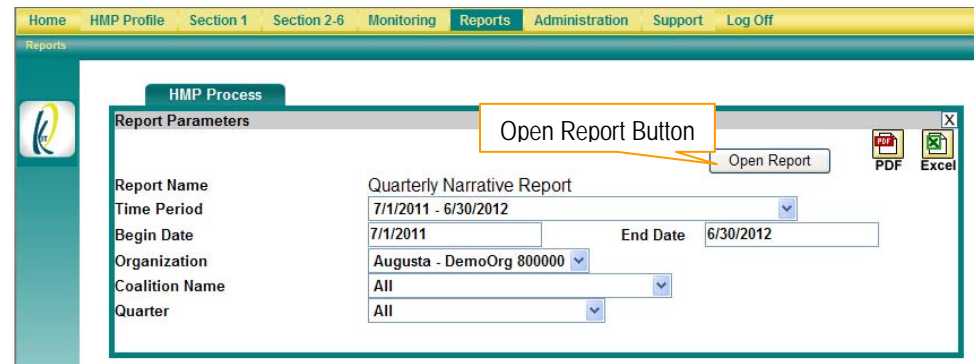
The Reports section can be used to view the HMP Process reports.

1. Click **Reports** from the main menu.
2. Click the  (**Select**) button to the right of the report name you wish to view.
3. To select the time period:
 - a. Select the **Time Period** from the dropdown list to fill in the **Begin Date** and **End Date** fields with the beginning date and ending date of the selected time period.
 - Or
 - b. Enter the specific dates into the **Begin Date** and **End Date** fields as mm/dd/yyyy.
4. Select the appropriate data from each of the required dropdown lists.
5. Click the  (**Open Report**) button to display the selected report in the Report Viewer window.

**Note:* For information on viewing, saving or printing this report, see the [Using the Reports Viewer](#) section.

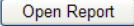




(This is a screenshot displaying the HMP Process Reports Page.)



(This is a screenshot displaying the HMP Process Report Parameters Page.)

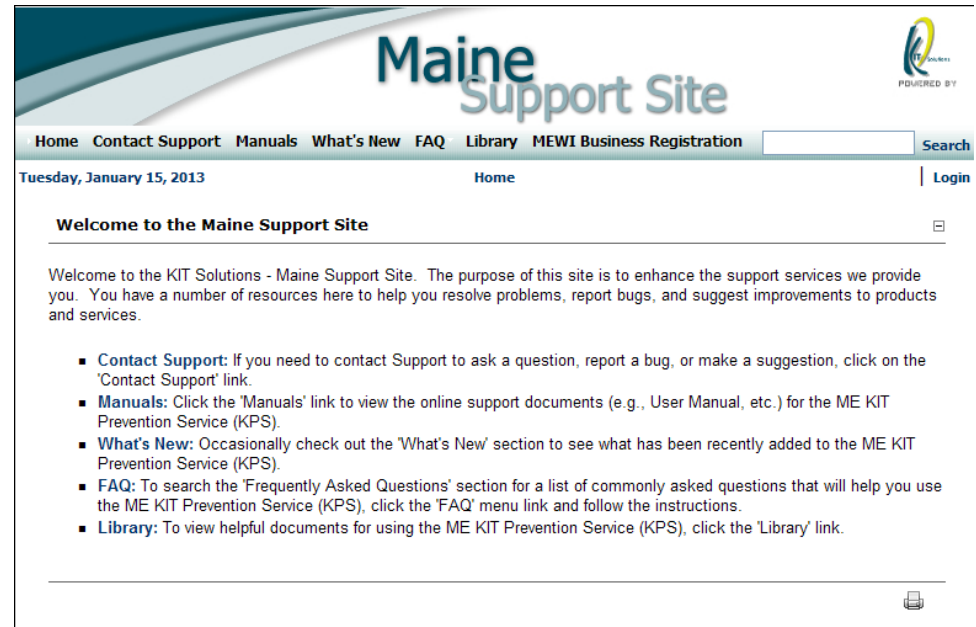
Tips

- If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while selecting the  (**Open Report**) button.
- Reports require Active X controls to be installed on your computer. If you do not have permissions to download, please contact your system administrator.
- Excel/PDF buttons   were added to the Reports module to allow MAC users to view reports and for quick export of the reports.

SUPPORT

On the Support Site, you will find information about how to contact Support, an online version of this manual, and frequently asked questions regarding the application.

1. To reach the ME Prevention Support Site, click **Support** from the main menu.
2. Click **KIT Support** from the sub-menu. A new window will open displaying the Support Site.
3. To submit a problem, question, or suggestion for improvement to KIT Solutions Customer Support team:
 - a. Click the **Contact Support** link.
 - b. Fill in the appropriate fields.
 - c. Click the **Submit** button. Your request will be sent to the KIT Solutions Customer Support team and ME Office of Substance Abuse.
4. To find this manual in an online version, click the **Manuals** link. A new window will open displaying the various options for viewing the manual.
5. To see a list of new features, improvements, or announcements for ME Prevention, click the **What's New** link.
6. To view frequently asked questions regarding the application, click the **FAQ** link.
7. To view a list of helpful documents, click the **Library** link.



(This is a screenshot displaying the Support Page.)

APPENDIX

Search Feature

The application shows blank fields if there have not been any data entered or an entry that was previously entered. To view or edit data that has already been entered, but not being shown, use the **Search** (Search) button (located on the left toolbar) and use the following instructions to find this entry.

Using the Search Feature



1. Click **Search** (Search) from the left toolbar.

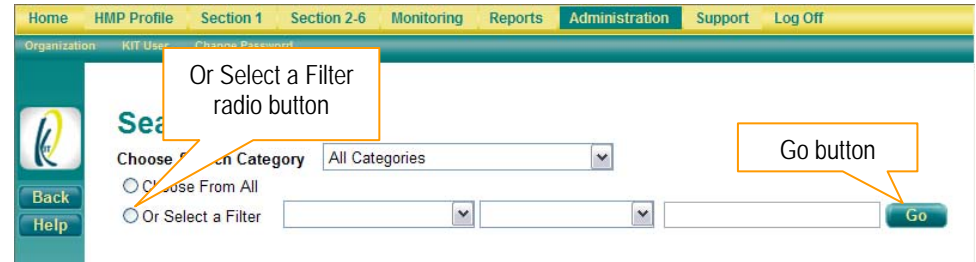
(This is a sample screenshot displaying the User Login page.)

2. Use the dropdown list to choose a Category to search by. All Categories is the default.
3. Select the **Choose From All** (Choose From All) radio button to see a list of all of the records saved for that page.

OR


(This is a screenshot displaying the Search Staff page.)

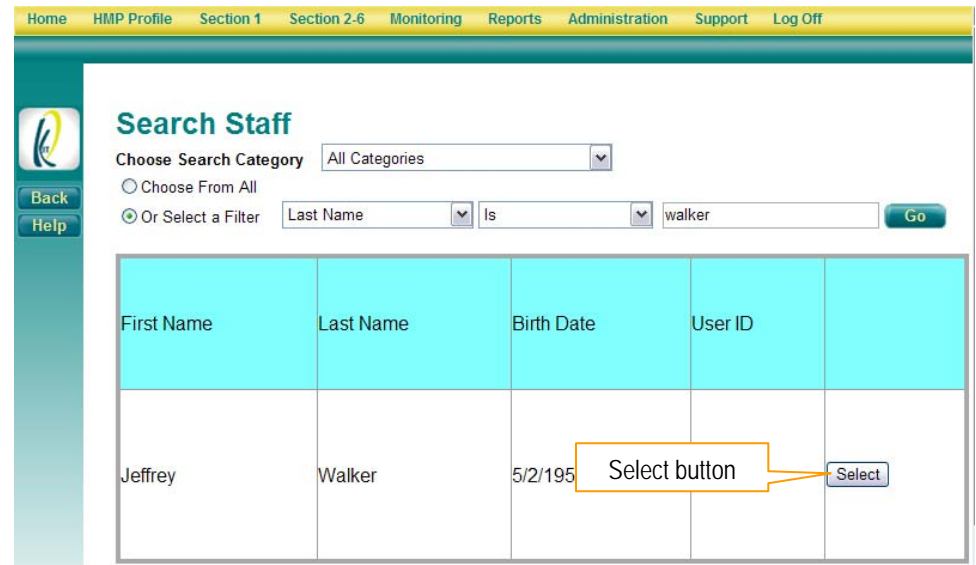
4. Select the  Or Select a Filter (Or Select a Filter) radio button to limit the search results by filtering the records.
 - a. To specify the search filters, click on the arrow on the dropdown lists and select an option.
 - b. Use the first search filter to select the search categories.
 - c. Use the second search filter to select how you would like to filter the search results.
 - d. Use the third search filter to select the search criteria
 - e. Click the  (Go) button to see the search results.



This screenshot shows the 'Search Staff' page. At the top, there is a navigation bar with links: Home, HMP Profile, Section 1, Section 2-6, Monitoring, Reports, Administration, Support, and Log Off. Below this, there is a sidebar with 'Organization', 'KIT User', and 'Change Password' links. The main content area has a 'Search Staff' heading. Underneath, there is a 'Choose Search Category' dropdown menu set to 'All Categories'. Below this are two radio buttons: 'Choose From All' (unselected) and 'Or Select a Filter' (selected). To the right of the 'Or Select a Filter' radio button are three dropdown menus for filtering: 'Last Name', 'Is', and 'walker'. A 'Go' button is located to the right of these filters. Callout boxes highlight the 'Or Select a Filter' radio button and the 'Go' button.

(This is a screenshot displaying the Search Staff page.)

5. Click the  (Select) button next to the entry to go to that page.



This screenshot shows the 'Search Staff' page with search results. The search filters are the same as in the previous screenshot. Below the filters is a table with the following columns: First Name, Last Name, Birth Date, and User ID. The table contains one entry: Jeffrey Walker, born 5/2/195. To the right of the table, there is a 'Select' button. A callout box highlights the 'Select' button.

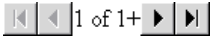
First Name	Last Name	Birth Date	User ID
Jeffrey	Walker	5/2/195	

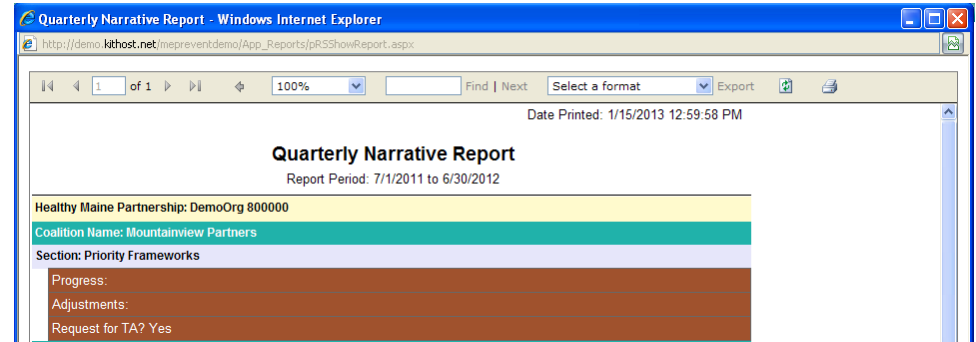
(This is a sample screenshot displaying the Search Staff page.)

Using the Reports Viewer

Once you have clicked **Open Report**, the report will open up in a separate window. Use this "Reports Viewer" window to view the report and to save and/or print the report.

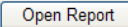
Viewing a Report

1. Click these buttons  to maneuver to other pages in the report. The single arrow (either forward or backward, will move the view to the next page or the previous page. The arrows with the bar can move the report view to either the first or last page of the report.
2. To move to a specific page in the report, type in a page number into this field and hit the Enter key to move to that page.
3. The box with the label '100%' can be used to change the level of magnification of the report. To change the level of magnification, click the black arrow on the right side of the blank and choose an appropriate percentage.







(This is a screenshot displaying a report in Internet Explorer.)

Tips

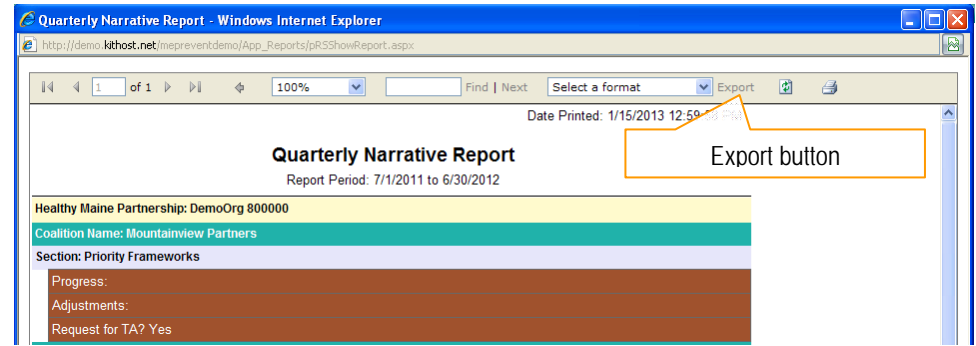
- If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while selecting the  (**Open Report**) button.
- Reports require Active X controls to be installed on your computer. If you do not have permissions to download, please contact your system administrator.

Printing or Saving Reports

1. Select a format from the **Select a format** (Select a format) dropdown list.
2. Click **Export** (Export) next to the dropdown list.
3. The File Download window appears. Click the **Open** button to open and immediately view the report or click **Save** to save the report to your computer to view at another time
*Note: You do not have to save the report to print.
4. If you clicked **Open**, the report will open in a new window in the Export format requested. Click the print button ( or ) to print the report.
5. Click the  (X) in the top right corner of the window to close the exported report.
6. Click the  (X) in the top right corner of the window to close the reports viewer screen.

Tips

- The recommended format for printing is Acrobat (PDF) file.
- If you have a pop-up blocker on your computer, hold the Ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).



(This is a screenshot displaying a report in Internet Explorer.)